



**State of Delaware
Executive Department
Office of Management & Budget**

**Contact List/Primary Responsibilities
(Revised April 30, 2013)**

**Brenda Lakeman
Director**

**Dawn Davis
Secretary**

**Faith Rentz
Deputy Director**

**Mary Thuresson
Administrative Specialist**

**Leslie Ramsey
Benefits Manager**

**Address:
Duncan Center
500 W. Loockerman Street, Suite 320
Dover, DE 19904
Telephone: (302) 739-8331 or 1-800-489-8933
Facsimile: (302) 739-8339**

**SLC: D620E
Website: www.ben.omb.delaware.gov**

Receptionists

Janice Crawford/Marti Evans
(CMS Demands to the attention of: Janice Crawford)

Benefits Administration

Primary Responsibilities

Durae Johann

Return To Work Coordinator (Short Term/Long Term)
Disability Insurance Program Administration

Veronica Barnes

Disability Insurance Program Administrator
Minnesota Life GUL Program
Blood Bank



Benefits and Insurance Administration - Benefits
500 W. Loockerman Street, Suite 320 • Dover, DE 19904
Phone (302) 739-8331 Fax (302) 739-8339 www.ben.omb.delaware.gov

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|------------------|---|
| Dianna Stotler | Vision Plan Administrator Training/Communications Annual Benefits Open Enrollment, eBenefits Benefits Surveys COBRA Administrator |
| Ann Skeans | Group Health Plan Administration |
| Larry Frank | Customer Service – Health, Dental and Prescription Dental Administration Flexible Spending Account Administration Pre-Tax Commuter Benefit Administration Employee Assistance Program (EAP) |
| Lois Houston | Customer Service – Health, Dental and Prescription Prescription Plan Administration Retiree Medicare Prescription Plan Administrator |
| Laurene Ehemann | RFP and Contract Coordinator HIPAA Privacy/Security FOIA |
| Theresa Strawder | Statewide Wellness Administrator Dela WELL |
| Aaron Schrader | Health Promotions Dela WELL University |

Benefits Accounting Unit

Primary Responsibilities

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|---------------------|---|
| Colleen Kondelis | COBRA Administration Vision Eligibility and Enrollments Vision Refunds and Adjustments Vision Reconciliation |
| Mary (Fran) Nichols | Dental and Blood Bank Eligibility and Enrollments Dental and Blood Bank Reconciliation Dental Refunds and Adjustments |
| Tina Shulties | Health Eligibility and Enrollments Health Refunds and Adjustments Health Reconciliation |
| Deborah Willoughby | Spousal COB Adult Dependent COB |

Contact for Non-Payroll Groups

Gail Hudson at Financial Operations, OMB
Telephone: (302) 672-5232

COBRA Questions

Ceridian Benefits Services
Customer Service 1-800-877-7994